

## Office of Personnel Management

## § 330.307

(d) When an agency selects an IPP registrant, it employs him or her under appropriate appointments such as reinstatement, transfer, position change, or excepted appointment.

[53 FR 28364, July 28, 1988, as amended at 59 FR 32872, June 27, 1994]

### § 330.306 Termination of eligibility.

Eligibility for assistance under the IPP will be terminated if one of the following occurs:

(a) A registrant's 2 year period of eligibility expires (except for preference eligibles who are eligible for up to 1 year of additional assistance as specified in § 330.407);

(b) The registrant requests, in writing, that placement assistance be terminated;

(c) The registrant is placed in a non-temporary position in either the competitive or excepted service;

(d) The registrant declines an offer of continuing employment in the competitive or excepted service under conditions (i.e., grade, salary, geographic location, or work schedule) the registrant previously indicated were acceptable, unless OPM determines that an exception is warranted; or

(e) The agency notifies OPM that the registrant no longer meets the eligibility criteria for program registration and placement assistance.

[59 FR 32872, June 27, 1994]

### § 330.307 Agency responsibilities.

(a) *Agency programs.* (1) Each agency has primary obligation to assist, to the maximum extent practical and in keeping with the requirements set forth in paragraph (a)(2) of this section, in the placement of surplus and displaced employees. OPM's placement program only supplements these efforts and is not intended to relieve an agency of its responsibility to provide the maximum placement assistance possible.

(2) Each agency is required to operate a positive placement program for its own surplus and displaced employees. The program must, at a minimum, provide for the establishment and maintenance of a reemployment priority list for the commuting area for those employees who have received a specific notice of separation through reduction

in force or a Certification of Expected Separation, as provided for in subpart B of this part. Additionally, each agency is expected to supplement this basic requirement with other forms of appropriate assistance to be given to employees prior to actual separation. An agency's positive placement program should include the following elements:

(i) Criteria of eligibility for assistance;

(ii) The duration of eligibility;

(iii) The types of assistance provided, including counseling, job referral, and training;

(iv) Consideration of the appropriateness of placing restrictions on filling vacancies by any means when qualified surplus or displaced employees are available in the agency's positive placement program.

(b) *Registration of eligible employees.* In accordance with subpart H of part 351 of this chapter, agencies must inform affected employees about the Interagency Placement Program at the same time that Certifications of Expected Separation or specific reduction in force notices are distributed. Employees who receive a Certification of Expected Separation may register up to 6 months prior to separation. Agencies are responsible for assisting employees with their registration forms, for completing the information requested on the forms, for ensuring employees meet the minimum qualification requirements for the position(s) registered, and for sending them to the appropriate office as instructed by OPM.

(c) *Consideration of individuals referred.* Agencies will give full consideration to individuals referred through OPM's Interagency Placement Program. Full consideration is a careful and open review of the qualifications of the registrant as described in the individual's application forms, contact to determine interest and availability, and an interview; if possible, to further assess the registrant's ability to perform the duties of the position within a reasonable period of time. An appointing officer may not pass over an IPP eligible to select a non-IPP eligible unless an objection to the IPP eligible is